Attachment C FY2004 ITPR INVESTMENT PROJECT DETAIL

This information will be used during the analysis of major IT projects to obtain approval, set priorities and determine funding. Funding for major IT projects will, in general, be released incrementally based on analysis of key milestones/phases.

Section 1. IT Project Input Detail

Agency:		[Field length – 100	1	
Project Title:		[Field length – 25	5]	
Executive Busi	ness Sponsor:_	[Field length – 10	00]	
IT Project Mana	ger:[Field	l length – 100]	Phone:	[Field length – 12]
Indicate all Age	ncy Senior Man	agement that have rev	viewed and approv	ved project (indicate all that apply):
☐ Executive Bu	ısiness Sponsor	☐ Agency CIO ☐ A	gency CFO	
Sub Pr	ogram Code (4 D	igit RSTARS code): _[F	Field length - 4	
Over CSB (Y/N)	:□Yes□No)		
Project Level:	□ New □	Ongoing		
Project Plan Nu	mber: [Field len	igth – 25]	_ (Unique identifier	of project)
Project Priority	[Field Leng	th – 3] (Indicates the pr	riority ranking of the	e project) (FUTURE - NEW)
Project Type:	support a n longer fulfil System Enl an existir functiona based sy IT Infrastruc or systen	new or changed busines I business needs, or to hancement (Projects than ng system to ensure than I change may be neederstem.) cture (Projects that invonsoftware products.)	es function, to repla automate functions at involve significan at new or changing and the design colve the installation of	nent and deployment of a system to ce an existing system which can no sbeing done manually.) It changes to the design specifications business requirements are being met. hange may involve a transition to a week of new or replacement hardware, cabli
Project Classifi	cation:			
Secretary of DBI				and/or deemed a major project by the ets and/or the enhancement of existing
information tech	N). 🗆 Vaa 🗆	No		
information tech Major Project (Y	N): ☐ Yes ☐			
Major Project (Ya Cross Cutting Pr	•	multiple agencies and/or	r federal/local gove	rnments, sharing of information betwe

SECTION 1B. PROJECT INFORMATION

Project Description: Describe the general purpose and scope of the project and the expected outcome at project completion. **[Field length – 1500]**

Project Status: Provide a summary of the current status of the project. [Field Length – 1500] (SB491 Req)

IT Solution:

Technology: Describe the technology being applied to satisfy the business need. [Field length – 2500]

Program Strategic Goals: Provide a summary of how this investment supports your agency's mission, strategic goals and objectives (i.e., Managing for Results (MFR)). [Field length – 500]

Critical Success Factors: Provide a summary of the performance measures that will be used to measure the success of this project. **[Field length – 1000]**

Major Stakeholders: Identify the major stakeholders for the project [Field length - 500].

Major Customers: Identify the major customers the project will target when implemented. [Field length – 500]

External Dependencies: Identify any external dependencies (IT and/or non IT) and issues that must be resolved before major milestones can be achieved or started. Indicate any special requirements (i.e., network, desktop, etc.). [Field length – 1500]

Acquisition Strategy: How will the goods or services be obtained (i.e., describe the acquisition strategy)?

[Field length – 1500]

Authority/Mandate: Is there a legal or regulatory authority that requires the Agency to pursue the project?

☐ Yes ☐ No (If yes, explain.) [Field length – 500]

Business Need/Justification: Provide a summary of the business need and justification, which clearly indicates why the project is needed. [Field length – 1500]

Benefits:

External: Provide a summary of what the anticipated external benefits of the project will be when implemented. Please provide any quantifiable benefits including business process savings, customer service, etc. **[Field length – 1500]**

Internal: Provide a summary of what the anticipated internal benefits of the project will be when implemented. Please provide any quantifiable benefits including business process savings, staff efficiencies, etc. Are resources being expended now that would not need to be expended if the solution were put in place? **[Field length – 1500]**

Return on Investment: What is the anticipated return on investment (ROI) based on a given time period? Please refer to ITPR guidelines for method of calculation and explanation. [Field length – 500]

Major Risks: Provide a summary of the major risks of the project and, in general, how they will be mitigated? (Please refer to the ITPR guidelines for potential Risk Categories and mitigation strategies. Explain what contingency funding has been included in the cost of the project for risk mitigation. [Field Length – 2500]

Known or Anticipated Scope Change: Provide a summary of any major scope changes to the project that have or will adversely impact budget and schedule. **[Field length – 1500]**

Known or Anticipated Cost Change: Provide a summary of any known or anticipated changes to costs. [Field length – 1500]

Compliance with State security and privacy requirements: Provide a summary of your plan that addresses security, privacy and disaster recovery. If this is an existing system, indicate whether or not the security/privacy/disaster recovery plan is completed and in place. [Field length – 1500]

Conformity to State architecture and policy standards: *Summarize how the solution conforms to State architecture standards.* **[Field length – 1500]**

SECTION 1C. SCHEDULE

List the major lifecycle milestones associated with this project. Note that it is the intent to conduct Agency Project Assessments at the completion of each major milestone beginning at the Concept Phase to help determine the progress and health of the project.

Phase	Major Milestones	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date
Initiation/Concept					
Planning/Req. Analysis					
Design / Development / Integration / Test					
Implementation					
Operations / Maintenance					
Disposition (Not required)					

[Requirements note – provide capability to enter as many as 5 milestones under each phase.]

SECTION 1D. COST

SUMMARY OF SPENDING FOR PROJECT COST

(Provide Project Cost Data and Estimates)

Project Phase Cost by Fund

General Funds		EVO2	Req	Gov Allow	Projected	Projected	Projected	Projected	Total GF
	FY03	FY03	FY04	FY04	FY05	FY06	FY07	FY08	
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req. Analysis	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Design/Developme nt/Integration/Test	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/ Maintenance	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL GF	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Special Funds Excluding MITDPF	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total SF Excl MITDPF
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req. Analysis	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Design/Developme nt/Integration/Test	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/ Maintenance	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL SF (Excl MITDPF)	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Special Funds MITDPF	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total SF MITDPF
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req. Analysis	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Design/Developme nt/Integration/Test	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/ Maintenance	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL SF (MITDPF)	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Special Funds Summary	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total SF
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req. Analysis	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Design/Developme nt/Integration/Test	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/ Maintenance	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL SF	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Federal Funds	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total FF
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req. Analysis	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Design/Developme nt/Integration/Test	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/ Maintenance	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL FF	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Reimbursable	Prior to	Approp	Budget	Gov Allow	Projected	Projected	Projected	Projected	Total RF

Attacimient C - II Fortiono Froject Fianning Frocess

Funds	FY03	FY03	Req	FY04	FY05	FY06	FY07	FY08	
			FY04						
Initiation/Concept	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Planning/Req.	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Analysis									
Design/Developme	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
nt/Integration/Test									
Implementation	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Operations/	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Maintenance									
TOTAL RF	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL ALL	ውውውው ው	ውውውው	ተ ቀቀቀቀ						
FUNDS	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$

SECTION 1D. COST Continued...

Project Expenditures by Comptroller Object

Comptroller Object Codes	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total
01.Salaries, wages	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
02.Technical & fees	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
03.Communications	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
04.Travel	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
06.Fuel & Utilities	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
07.Motor Vehicle	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
Oper. & Maint.									
08.Contractual Services	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
09.Supplies & Materials	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
10.Equipment Replacement	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
11.Equipment Additional	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
12.Grants, Subsid. & Contrib.	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
13.Fixed Charges	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
14.Land & Structures	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$
TOTAL	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$	\$\$\$\$\$

			_
	ion 2. Agency Project Assessm		
(101	be completed by the Agency Project Manag	(er.)	
☐ Project Initiation and Co	oncept Mid Year (December)	End Y	ear (July)
ECTION 2A. AGENCY PROJECT	STATUS SELF ASSESSMENT		
F Solution (Poting 1 5) Accord to	o tooknical coundness of the IT sol	ution	
F Solution (Rating $1 - 5$) – Assess the Low probability of	Moderate probability of	uuon	High probability of
implementation success	implementation success	in	nplementation success
1 2	3	4	5
Numeric Rating	Comments (If rating is less than 3	3)	
	[Field length – 500]		
ustification (Rating $1 - 5$) – To what	degree will the IT solution satisfy	the busi	iness needs
Will satisfy none	Will satisfy most		Will satisfy all
1 2	3	4	5
Numeric Rating	Comments (If rating is less than 3	3)	
<u> </u>	[Field length – 500]		
onefits (Doting 1 5) Assess the ve	due of the honofite to the State		
enefits (Rating $1 - 5$) – Assess the va Very little benefit	Moderately beneficial		Highly beneficial
1 2	3	4	5
Numeric Rating	Comments (If rating is less than 3		-
Trumerie Rusing	[Field length – 500]	·)	
		_	
isk Assessment (Rating 1 – 5) – Asse		on plan	
Very high risk 1 2	Moderate risk 3	4	Low risk 5
·		4	3
Numeric Rating	Comments (If rating is less than 3 [Field length – 500]	<u>) </u>	
	<u>[Field lefigtif = 300]</u>		
ompliance with State security and p) – To w	hat degree is this project
ompliant with State security and pri	• •		F 11 12 .
Low degree of compliance	Moderate degree of compliance	4	Fully compliant
1 2	3	4	5
Numeric Rating	Comments (If rating is less than 3	<u>s)</u>	
	[Field length – 500]		

Legend: 1,2=RED IT Solution Green Rec	- Assess the ability 2 ting what degree that the the scope 2 ting Y PROJEC for each status ause, or stop a	Moderate p 3 Comments (If rat [Field length – 500] e do the costs appea Moderate proba costs are in sync 3 Comments (If rat [Field length – 500] T SUMMARY ASS category. An assessm	e schedule will be robability ting is less than ar reasonable for ability that the with the scope ting is less than BESSMENT ment of all of these	4 3) r the scope High probins 4 3) categories w	High probability 5
dule (Rating 1 – 5) - Very low probat 1 Numeric Rat (Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rat TION 2B. AGENC Please check one for continue, modify, particular probability Legend: 1,2=RED IT Solution Gree Justification Gree	- Assess the ability 2 - Assess the ability 3 - Assess the ability 4	robability that the Moderate p 3 Comments (If rate of the costs appear of the costs appear of the costs are in syncustrated as a cost of the cost of	e schedule will be robability ting is less than ar reasonable for ability that the with the scope ting is less than BESSMENT ment of all of these	r the scope High protints 4 3) categories w	le High probability 5 of the project bability that the costs are ync with the scope 5
dule (Rating 1 – 5) - Very low probat 1 Numeric Rat (Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rat TION 2B. AGENC Please check one for continue, modify, particular probability Legend: 1,2=RED IT Solution Gree Justification Gree	- Assess the ability 2 ating what degree that the scope 2 ating Y PROJEC for each status ause, or stop a	robability that the Moderate p 3 Comments (If rate of the costs appear of the costs appear of the costs are in syncustrated as a cost of the cost of	e schedule will be robability ting is less than ar reasonable for ability that the with the scope ting is less than BESSMENT ment of all of these	r the scope High protions 4 3) categories w	of the project cability that the costs and ync with the scope 5
Very low probated Numeric Rate (Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rate TION 2B. AGENC Please check one for continue, modify, particularly probability of the continue of the contin	ability 2 ating what degree ity that the th the scope 2 ating EY PROJEC for each status ause, or stop a	Probability that the Moderate p 3 Comments (If rate of the costs appear of the costs appear of the costs are in syncustrated of the costs appear of the	e schedule will be robability ting is less than ar reasonable for ability that the with the scope ting is less than BESSMENT ment of all of these	r the scope High prob in s 4 3)	of the project cability that the costs and ync with the scope 5
Very low probated Numeric Rate (Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rate TION 2B. AGENC Please check one for continue, modify, particularly probability of the continue of the contin	ability 2 ating what degree ity that the th the scope 2 ating EY PROJEC for each status ause, or stop a	Moderate p 3 Comments (If rat [Field length – 500] do the costs appear Moderate probacosts are in sync 3 Comments (If rat [Field length – 500] T SUMMARY ASS category. An assessman project.	ting is less than The reasonable for ability that the with the scope ting is less than The reasonable for ability that the with the scope ting is less than The reasonable for all of these	r the scope High prob in s 4 3)	of the project cability that the costs and ync with the scope 5
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Numeric Rate (Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rate TION 2B. AGENC Please check one for continue, modify, particular production Legend: 1,2=RED IT Solution Green Justification Green	what degree that the scope 2 Ating Y PROJEC For each status ause, or stop a	Comments (If rat [Field length – 500] e do the costs appear Moderate probacosts are in sync 3 Comments (If rat [Field length – 500] T SUMMARY ASS category. An assessman project.	ting is less than The reasonable for ability that the with the scope ting is less than SESSMENT The nent of all of these	the scope High problem in s 4 3) categories w	of the project pability that the costs and sync with the scope 5
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(Rating 1 – 5) – To Very low probability costs are in sync with 1 Numeric Rate TION 2B. AGENC Please check one for continue, modify, particular production IT Solution Gree Justification Gree	what degree the the scope 2 thing Y PROJEC for each status ause, or stop a	[Field length – 500] e do the costs appear Moderate probactosts are in synce 3 Comments (If rate [Field length – 500] T SUMMARY ASS category. An assessman project.	ar reasonable for ability that the with the scope ting is less than a less tha	r the scope High prob in s 4 3)	pability that the costs any no with the scope 5
Very low probability costs are in sync with 1 Numeric Rate Numeric Rate TION 2B. AGENC Please check one for continue, modify, particularly properties of the continue of t	that the the scope 2 ating Y PROJEC For each status ause, or stop a	Comments (If rate [Field length – 500] T SUMMARY ASS category. An assessman project.	ar reasonable for ability that the with the scope ting is less than a second se	High protins 4 3) categories w	pability that the costs any no with the scope 5
Very low probability costs are in sync with 1 Numeric Rate Numeric Rate TION 2B. AGENC Please check one for continue, modify, particularly properties of the continue of t	that the the scope 2 ating Y PROJEC For each status ause, or stop a	Moderate probacosts are in sync 3 Comments (If rat [Field length – 500] T SUMMARY ASS category. An assessman project.	bility that the with the scope ting is less than SESSMENT	High protins 4 3) categories w	pability that the costs any no with the scope 5
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Please check one for continue, modify, particular to the continue, modifical to the continue, modify, particular to the continue, modifica	or each status ause, or stop a	category. An assessn a project.	nent of all of these	_	vill result in a decision to
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Justification Gree					
Justification Gree			_		
Justification Gree	ـــــا een – Continu	ation Amber -	Review of WBS		Red – Pause/Stop
Gree	commended		cal Path Recomm	nended	Recommended
Gree					
	LLI	antable Amber Ad	L		Pod Low POL
Benefits	en – High/Acc	eptable Amber – Ad Required	iditional informat	ion	Red – Low ROI
Benefits					
Croo	en – Very Ben	oficial Ambo	r – Moderate Ben	ofit	Red – Low benefit
Gree	en – very ben	encial Amber	- Moderate Ben	ent	Red – Low beliefit
Risk Assessment					
Gree	en – Low Risk	Ambei	r - Medium Risk		Red - High Risk
5.00		7501			gg
Security/Privacy					
Jesuinty/i ilvacy					

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Compliance	Green – Fully Compliant	Amber – Security Plan in Development	Red – Security a Concern
Conformity t Architecture Standards		Amber – Does not Conform Justification Provided	Red – Does not Conform No Justification Provided
Schedule	Green - On/Ahead of Sc (0 to -10% or more)	hedule Amber - Behind Sche (+1% to +9%)	rdule Red - Behind Schedule (+10% or more)
Cost	reen - Within/Under Bud (0 to -10% or more)	get Amber - Over Budget (+1% to +9%)	Red - Over Budget (+10% or more)
	in any of the red status	NT CORRECTIVE ACTIONS indicators, please explain what cal	used this indicator and what actions
Category	Cor	rective Actions	
IT solution			
Justification			
Benefits			
Risk Assessment			
Compliance with S and privacy requir			
Conformity to Statestandards	te architecture		
Schedule			
Cost			
	1		

(The following information is to be completed by the State Office of Information Technology)

Section 3. State OIT REVIEW COMMITTEE Assessment

Low probability of	he technical soundness of the IT s Moderate probability of		High probability of
implementation success	implementation success		implementation succes
1 2	3	4	5
Numeric Rating	Comments (If rating is less than	n 3)	
	[Field length – 500]		
, ,	at degree will the IT solution satis	fy the b	
Will satisfy none	Will satisfy most		Will satisfy all
1 2	3	4	5
Numeric Rating	Comments (If rating is less than	n 3)	
	[Field length – 500]		
Very little benefit 1 2	Moderately beneficial 3	4	Highly beneficial 5
Numeric Rating	Comments (If rating is less than	n 3)	
	[Field length – 500]		
ssessment (Rating 1 – 5) – As	sess the major risks and the mitig	ation p	lans
Very high risk	Moderate risk		Low risk
1 2	3	4	5
Numeric Rating	Comments (If rating is less than	n 3)	
	[Field length – 500]		
iance with State security and	privacy requirements (Rating 1 -	- 5) – To	o what degree is this pr
· ·	· -		T 11 11 .
ant with State security and p			Fully compliant
ant with State security and p Low degree of compliance	Moderate degree of compliance		<i>E</i>
ant with State security and p	Comments (If rating is less than	4	5

Low degree or	conformity	Moderate degree of conformity		Fully conforms
1	2	3	4	5
Numeric F	Rating	Comments (If rating is less than 3	3)	
		[Field length – 500]		
dule (Rating 1 _ 5	() _ Assess the	probability that the schedule will b	e achie	vahla
Very low pro		Moderate probability	c acme	High probability
1	2	3	4	5
Numeric F	Rating	Comments (If rating is less than 3	3)	
		[Field length - 500]		
(Rating 1 _ 5) _ T	'n what degree	do the costs appear reasonable for	r the sc	one of the project
	_			probability that the costs ar
_	•	costs are in sync with the scope	_	in sync with the scope
Very low probab	vith the scope	J 1	4	5
_	with the scope 2	3	4	· ·
Very low probab	2	Comments (If rating is less than 3	•	

SECTION 3B. STATE OIT REVIEW COMMITTEE SUMMARY ASSESSMENT Please check one for each status category. An assessment of all of these categories will result in a decision to continue, modify, pause, or stop a project. Legend: 1,2=RED 3=AMBER 4,5=GREEN (based on Section 3A above). **IT Solution Green – Continuation** Red - Pause/Stop Recommended Recommended Justification Green - High/Acceptable Amber - Additional Information Red - Low ROI Benefits **Green – Very Beneficial** Red - Low benefit Risk Assessment Green - Low Risk Red -- High Security/Privacy Compliance Green - Fully Red - Security a Concern Compliant Conformity to State Architecture Standards **Green - Conforms** Red – Does not Conform **No Justification Provided** Schedule Green - On/Ahead of Schedule **Red - Behind Schedule** (0 to -10% or more) (+10% or more) Cost **Green - Within/Under Budget** Red - Over Budget (0 to -10% or more) (+10% or more)

SECTION 3C. STATE OIT REVIEW COMMITTEE ASSESSMENT RECOMMENDATION

State OIT Review Committee	Date:	
Agency:	Project Title:	Project ID:
Project Overview		

EVALUATION CRITERIA	SCORING	WEIGHTS for CRITERIA
EVALUATION ONTENIA	000111110	
		(SUM=100%)
IT Solution	5	10
Justification	5	10
Benefits	5	10
Risk Assessment	5	10
Compliance with State security and privacy requirements	5	10
Conformity to State architecture standards	5	10
Schedule	5	10
Cost	5	10
Other Considerations	(10 maximum)	(20 maximum)
Addresses Critical Public Health, Safety & Welfare Needs	2.5	5
Federal Mandate	2.5	5
Matching Federal Funds	2.5	5
Prior Project Investment	2.5	5
TOTAL SCORE	50	100
BAND RANKING		

(Note: Maximum potential scoring indicated in above example)

Note: The State OIT Review Committee assessment process is replacing the Technical Review Board process. Output of the State OIT Review Committee assessment will be a prioritized list of ranked projects for funding consideration by the Investment Review Board (IRB).
Section 4. Investment Review Board Assessment
SECTION 4. INVESTMENT REVIEW BOARD RECOMMENDATION
The Investment Review Board (IRB) will evaluate the State IT Project Portfolio to determine investment selection based on business mission value, benefit, cost, and criticality to the State.